

Louisville-Jefferson County Metro Government Department of Inspections, Permits and Licenses Metro Development Center

444 South Fifth Street, Suite 100, Louisville, KY 40202-4314

Telephone: (502) 574-3321 Fax: (502) 574-3997

RESIDENTIAL PLAN REVIEW CHECK LIST

Con	struction Plan Requirements			
	Minimum of two (2) sets of plans must be submitted.	Upon issuance of the permit one	stamped set of plans	will returned

A site plan or survey drawn to scale on paper no less than 8.5" by 11" must be submitted that includes the following

including the dimensions of all elements;

- Entire lot outline

	Existing structures & retaining walls		
	Proposed structures, additions & retaining walls		
	Distances between structures		
	Distances from structures to property lines		
	Elevations plans showing front, sides and rear of structure, must reflect structure height.		
	Footing size, depth and location of rebar if required (include all grade beams and piers).		
	Foundation wall thickness, location of rebar if required.		
	Wall framing details, stud size, spacing & covering.		
	Floor plans showing each floor of the building including all interior and exterior walls, door and window locations and dimensions. Show location of required Emergency escape windows		
	Stair details, tread & riser dimensions, handrail & guardrail details (Stairs require a minimum 6' 8" headroom).		
	Floor Joist size, span and spacing.		
	Girder beam / header size and spacing. (Manufacturers' information needs to be submitted if engineered wood products are being used, if steel girders are used note size on plans).		
	Roof framing details, rafter size, span, spacing, ridge beam size, ventilation & covering.		
	Vaulted ceiling detail (if applicable).		
	Location and size of all decks, porches, retaining walls, etc.		
	Smoke detector locations.		
	All trusses must have manufacturers information (load calculations) submitted as part of building plans.		
	Dwelling unit separation details (duplex & townhouses).		
	Energy Efficiency Building Thermal Envelope Method, \square Prescriptive (Table N1102.1), \square ResCheck, \square Other		
App	roval Requirements		
In son	ne instances approvals other than from IPL are required. These approvals must be obtained prior to the issuance of a ng permit		
	Public Works: If your project requires a new curb cut you must obtain approval from Public Works prior to issuance of the building permit. For additional information call 574-3958		
	MSD Water Management Division: Property located in the Flood Zone requires the approval of the Water Management Division of MSD, in addition any Accessory structures (garages, sheds, pool house, etc.) greater than 900 square feet require their approval regardless of location in or out of the flood zone. This approval can be obtained in the Metro Development Center building. For additional information call 574-5781		
	Health Department: Property that uses a septic tank system must obtain prior approval from the Health Department. This approval can be obtained in the Metro Development Center building. For additional information call 574-6655		
	Planning & Design Services: Property located in a historic and/or preservation district requires Planning & Design Services approval prior to issuance of a building permit. Any manufactured housing must obtain approval prior to issuance of permits. These approvals can be obtained from Planning & Design Services located in the Metro Development Center building. For a additional information call 574-6230		
	Fire District: New houses that are not in an approved subdivision will require written approval from the fire district to verify compliance with the fire hydrant ordinance. For additional information contact your fire district.		

City Approvals

You must obtain approval from the following cities prior to IPL issuing a building permit. (Note) The City of Jeffersontown issues their own building permits & performs inspections.

Anchorage Fairmeade Jeffersontown Parkway Village Springlee Strathmoor Manor Audubon Park Fincastle Plymouth Village Lyndon Lynnview Strathmoor Village Barbourmeade Forest Hills Prospect Beechwood Village Glenview Manor Middletown Richlawn Ten Broeck Brownsboro Village Graymoor/Devondale Mockingbird Valley Riverwood West Buechel Broadfield Green Springs Moorland Rolling Fields Winding Falls St. Matthews Cambridge Hollyvilla Windy Hills Norbourne Estates Cherrywood Village Hurstbourne Northfield St. Regis Park Woodlawn Park Indian Hills Seneca Gardens Coldstream Norwood Indian Hills, Old Brownsboro Douglas Hills Shively

Druid Hills Cherokee Place

Property Owner Permits

To obtain a property owner building permit you must be the owner of record of the property. If our computer system does not reflect the applicant as the owner then the applicant must provide a copy of the recorded deed proving they are the property owner.

Architect or Engineer Seal

Plans that include a retaining wall four (4) foot tall or higher or plans for structures that are log cabins, or pole barn construction are required to have the seal of a registered Architect or Engineer in the state of Kentucky.

Other Permits Required

Building permits are issued for the structure only. Any other work such as Electrical, HVAC or Plumbing require separate permits.

have reviewed this document and understand that by not submitting all the information and/or approvals above will delate issuance of my building permit.			
Date			
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Date			